

## **A G E N D A**

*Rev 1-11-08*

**WORK SESSION  
BOARD OF COMMISSIONERS  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500**

**January 14, 2008  
5:30 P.M. (EST)**

**CALL TO ORDER/ROLL CALL**

**DISCUSSION ITEMS**

**DISCUSSION OF TENTATIVE AGENDA**

**STAFF COMMENTS/PROJECT UPDATES**

**OLD BUSINESS**

**NEW BUSINESS**

**CITIZEN COMMENTS**

**COMMISSIONER COMMENTS**

**CLOSED SESSION PER KRS 61.810 (1)(b), Property**

**ADJOURNMENT**

BOARD OF COMMISSIONERS  
REGULAR MEETING  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500

JANUARY 28, 2008  
5:30 P.M. (EST)

1. INVOCATION

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

MAYOR'S REPORT

2. CEREMONIAL ITEMS

3. ORDINANCES

3.1 **SECOND READING:** An Ordinance accepting Berry Hill Drive and a portion of Leawood Drive as a public street.

**Purpose:** The purpose of this item is to consider an ordinance to accept Berry Hill Drive and a portion of Leawood Drive as shown on the Villas of Berry Hill plat into the city street system for maintenance.

**Background:** Berry Hill Drive and a portion of Leawood Drive were approved and constructed in 2007 and have been used by the public since that time. Berry Hill Drive has been inspected and any deficiencies noted have been corrected. The street meets the requirements that were specified at the time of approval. Approval of the ordinance to accept the streets will complete the official action required for acceptance into the City street system. The effective date of the City's street acceptance will be the date the Villas of Berry Hill final subdivision plat is recorded in the Franklin County Clerk's office.

This Ordinance had its first reading December 17, 2007.

**Recommendation:** Approval

**Attachments:**

- Ordinance
- Request letter dated 5/4/2006

**Contact Person**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [jhackbrt@frankfort-ky.gov](mailto:jhackbrt@frankfort-ky.gov)

3.2 **SECOND READING:** An Ordinance closing an unnamed alley intersecting Holmes Street between Collins Street and Hudson Street.

**Purpose:** The purpose of this item is to close an unnamed alley on Holmes Street between Collins Street and Hudson Street.

**Background:** The unnamed 15' wide alley is within part of Park Place Subdivision (DB 55 PG 174-175) and bisects lots 63-66 and 73-76 and beyond. Mr. Art Montfort, owner of the property abutting the above alley on both sides of the alley, has requested that the right of way be closed since it is no longer being used as a public street. Art's Electric Properties I, LLC, or its predecessor in interest, constructed buildings on the unnamed alley many years ago and has also paid property tax on the property. Ownership of this alley will be conveyed to Mr. Art Montfort.

This Ordinance had its first reading December 17, 2007.

**Recommendation:** Approval

**Attachments:**

- Ordinance
- Request letter dated 10/24/07

**Contact Person**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [jhackbart@frankfort-ky.gov](mailto:jhackbart@frankfort-ky.gov)

- 3.3 SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 71, Traffic Rules; Section 71.50, Definitions.

**Purpose:** To consider amending the ordinance to include a race within the definition of a parade for permitting purposes.

**Background:** The current ordinance does not specifically include races within the definition of a parade. However, in order to ensure that permits are properly issued prior to any type of a race held on Frankfort City Streets, it is recommended that the definition of parade be amended to include races.

This Ordinance had its first reading December 17, 2007.

**Financial Analysis:** The proposed amendment will not have a financial impact on the City of Frankfort.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person**

<b>Name:</b>	Mark Wilhoite	Robert Moore
<b>Title:</b>	Police Chief	City Solicitor
<b>Department:</b>	Police	
<b>Phone:</b>	502/875-8549	502/227-2271
<b>Email:</b>	<a href="mailto:MWilhoite@frankfort-ky.gov">MWilhoite@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

- 3.4 SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 71, Traffic Rules; Section 71.52, Application For Permit.

**Purpose:** To consider amending the ordinance to provide that the application for a parade permit shall be filed not less than 21 days or not more than 60 days before the date of the parade.

**Background:** The current ordinance states that the application may be filed within 5 days of the parade. The proposed amendment would state that the application for a parade permit shall be filed not less than 21 days or not more than 60 days before the date of the parade.

This Ordinance had its first reading December 17, 2007.

**Financial Analysis:** The proposed amendment will not have a financial impact on the City of Frankfort.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Persons**

<b>Name:</b>	Mark Wilhoite	Robert Moore
<b>Title:</b>	Police Chief	City Solicitor
<b>Department:</b>	Police	
<b>Phone:</b>	502/875-8549	502/227-2271
<b>Email:</b>	<a href="mailto:MWilhoite@frankfort-ky.gov">MWilhoite@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

**3.5 SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 71, Traffic Rules; Section 71.53, Application For Permit.

**Purpose:** To consider amending the ordinance to add the requirement for the applicant for a permit to hold a parade to provide public notice of the date and time of the parade and the parade route, no less than 7 days prior to the date of the parade.

**Background:** The current ordinance does not require the applicant to provide public notice of the date and time of the parade and the parade route. This has caused confusion in the past for persons living in the area of the parade or wanting to drive into or through the parade route. Adding a requirement to provide public notice should help to avoid this confusion in the future.

This Ordinance had its first reading December 17, 2007.

**Financial Analysis:** The proposed amendment will not have a financial impact on the City of Frankfort.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person**

<b>Name:</b>	Mark Wilhoite	Robert Moore
<b>Title:</b>	Police Chief	City Solicitor
<b>Department:</b>	Police	
<b>Phone:</b>	502/875-8549	502/227-2271
<b>Email:</b>	<a href="mailto:MWilhoite@frankfort-ky.gov">MWilhoite@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

**3.6 FIRST READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 37: Personnel; City Employees Section 37.42 Pay for members of Fire and Police Divisions.

**Purpose:** This revision is required in order to make the ordinance consistent with the conditions of employment for new EMTs. Additionally, the Training Officer, Fire and Safety Inspector and Public Education Officer do not need this certification, as they do not function as EMTs and are not required to work on the ambulance.

**Background:** Since June of 1998, pursuant to an ordinance that was passed, but never included in the Code, the position of firefighter-emergency medical technician has been granted upon state EMT certification and satisfactory completion of one year's service. The revision to the ordinance codifies this practice. This is also consistent with conditions of employment of a City firefighter. The Training Officer, Fire and Safety Inspector, and Public Education Officer do not need this certification, as they do not function as EMTs and are not required to work on the ambulance.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Wallace Possich  
**Title:** Chief  
**Department:** Fire  
**Phone:** 502/875-8556  
**Email:** [wpossich@frankfort-ky.gov](mailto:wpossich@frankfort-ky.gov)

- 3.7 FIRST READING:** An Ordinance amending Ordinance No. 17, 2007 Series appropriating the Revenue to be received by the City of Frankfort for the Fiscal Year 2007-2008 (General Fund # 100 and Sewer Department #450) to provide for the payment of overtime, grant funds, and sewer expenditures.

**Purpose:** The purpose of this item is to consider approval of an ordinance amending the 2007-2008 budget to provide monies for the City of Frankfort to pay overtime, grant, and sewer expenditures.

**Background:** The 2007-2008 Budget for the City of Frankfort was approved by the City Commission on June 25, 2007. Since that time, the following items have been identified as necessitating a budget amendment:

1) Ruling by the Kentucky Department of Labor (Overtime)	\$370,000
2) Brownfield Petroleum Grant (Grant Money is reimbursable)	\$200,000
3) Home Focus Community Grant (Grant Money is reimbursable)	\$725,000
4) Safe Route to School Grant (Grant Money is reimbursable)	\$ 56,000
5) Sewer Bond Series 2007 issues (Interest Expense)	\$201,000
6) Sewer Capital Project #1 (SEP #1)	\$135,000
7) Sewer Capital Project #2 (SEP #2)	\$257,000
8) Sewer Capital Project #3 (Watson Court sewer Separation)	\$ 50,000
TOTAL AMENDMENT	\$1,994.000

This Ordinance would amend the 2007-2008 Budget to provide monies to pay the above.

**Financial Analysis:** Approximately \$1,994,000 to cover the above expenses will be budgeted.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Steve Dawson  
**Title:** Director  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [sdawson@frankfort-ky.gov](mailto:sdawson@frankfort-ky.gov)

#### **4. ORDERS**

##### **4.1** An Order Authorizing The Filing Of An Application With The Department Of Transportation, United States of America, For A Grant Under The Federal Transit Act Of 1964, As Amended.

**Purpose:** The purpose of this item is to adopt an order authorizing the Mayor to file an application with the U.S. Department of Transportation for a 5311 Grant under the SAFE-TEA-LU.

**Background:** This order must be adopted each year in order to apply for a Section 5311 Grant. This Order authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 Grant that provides operating, administrative and capital assistance to the City's Public Transit System.

**Recommendation:** Approval

**Attachment:**

- Order

**Contact Person:**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** Jhackbart@frankfort-ky.gov

##### **4.2** An Order Committing The Local Share Of Funds Necessary To Secure A Section 5311 Grant Application.

**Purpose:** The purpose of this item is to adopt an order committing the City's share of funds to obtain a Section 5311 Grant to assure the operation of the transit service for a minimum of five years.

**Background:** This order must be adopted each year in order to apply for a Section 5311 Grant. The 5311 Grant request will be in the amount of \$940,000.00 for Operating & Administration costs of which the City is obligated to cover 50% (\$470,000.00) and the Federal Government will pay 50% (\$470,000.00). The Capital request is for \$1,125,000.00. If approved, the Federal Government will cover 80% for two replacement buses, four additional buses, a mechanic's truck, a trolley, four bus shelters and a wash bay. The state will pay 10% (\$112,500.00); we are requesting toll credits to cover a portion of the local match (\$71,500.00) and the City will be obligated to pay the remainder of the match (\$41,000.00). The City is also to assure the operation of the transit service for a minimum of five years.

**Recommendation:** Approval

**Attachment:**

- Order

**Contact Person:**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [jhackbart@frankfort-ky.gov](mailto:jhackbart@frankfort-ky.gov)

#### **5. RESOLUTIONS**

##### **5.1** Resolution Authorizing The City Of Frankfort To Submit An Intent To Apply For Transportation Enhancement Funding For Streetscape Improvements In The Downtown Renaissance Area.

**Purpose:** To authorize the filing of an Intent to Apply for Transportation Enhancement funding for streetscape improvements and to authorize the Mayor to execute all grant documents pertaining to this application.

**Background:** In 1999, the City Commission adopted *The Streetscape Master Plan*, which to date has resulted in streetscape improvements in the Downtown Renaissance area, completed in two phases. Improvements articulated in Phase III have yet to be funded. This proposal is the first of two following a division of the third phase into two parts. Funds to match a successful grant application should be included in the Fiscal-Year 2008-2009 City Budget.

**Financial Analysis:** Submitting an Intent to Apply to the Transportation Cabinet does not obligate the City of Frankfort to proceed with this project. If the project is eligible under Transportation Enhancement Guidelines, the City will be invited to submit a full application. At that time, Downtown Frankfort will return to the Commission for authorization. If the project is eligible and the Commission decides to go forward with the full application the local match would be 20% of the project cost, estimated to be \$356,300. Federal Transportation Enhancement funds will be targeted to cover 80% of this cost, leaving approximately \$71,260 to be covered by local contributions, including in-kind contributions.

**Recommendation:** Approval

**Attachment:**

- Resolution

**Contact:**

<b>Name:</b>	Harry Carver	Rebecca Hall
<b>Title:</b>	Director	Grants Manager
<b>Department:</b>	Downtown Frankfort, Inc.	City Manager
<b>Phone:</b>	502/223-2261	502/875-8500
<b>E-Mail:</b>	<a href="mailto:info@downtownfrankfort.com">info@downtownfrankfort.com</a>	<a href="mailto:Rhall@Frankfort-ky.gov">Rhall@Frankfort-ky.gov</a>

**5.2 Resolution Authorizing The Filing Of A Continuation Of An Application For Federal Survey And Planning Funds Grant And Authorizing The Mayor To Execute All Grant-Related Documents.**

**Purpose:** To authorize the filing of an application for the continuation of a Federal Survey and Planning Funds Grant and authorizing the Mayor to execute all grant-related documents.

**Background:** As a certified local government, the City of Frankfort is eligible for Federal Survey and Planning Funds administered by the Kentucky Heritage Council. Last year the City applied for funding with Downtown Frankfort, Inc. to prepare nominations to the National Register of Historic Places for four historic districts in Frankfort (Old State House, Frankfort Commercial, Corner-in Celebrities, and South Frankfort Neighborhood). A portion of the original request was awarded and DFI has begun the planning and surveying portion of the project, with the aid of a consultant. (\$9,600 was requested with \$6,400 match committed by DFI – the grant awarded was in the amount of \$5,500 with a \$3,667 match committed by DFI)

In conversations between the Kentucky Heritage Council staff, the City staff and DFI it was determined that the project would be too costly to complete as originally intended and should be phased. Phase I would be the downtown Frankfort area including Second Street (bridge to bridge areas) and Phase II would be the South Frankfort District. It was further determined that in order to be cost effective, the project should consist of establishing a new Period of Significance and a new National Register Historic District referenced as "The Frankfort Downtown Historic District", which would not remove the original boundaries of the Frankfort Commercial, Corner-in Celebrities, or the Old State House boundaries, rather it would include the properties/ structures within these National Historic Districts, as well as those along Second Street, that are eligible with the new Downtown Historic District's period of significance.

The City would like to request \$9,900.00 from the Kentucky Heritage Council for this project. Local match for this would be 40% of the award, which would be \$6,600.00. The entire match may be in in-kind services.

It is important to note that the establishment of this new period of significance and the naming of the District as the Frankfort Downtown Historic District will provide redevelopment incentives to those properties within the new boundary and will NOT change any of the current zoning of such properties. The zoning of property can not be changed by being designated on the National Register – rather can only occur after public hearings by the Planning Commission and approval of an ordinance amendment by the City Commission.

**Financial Analysis:** If the full amount of the Grant is awarded, an additional local match of \$6,600 will be required – in kind services may account for this full amount of required match. Downtown Frankfort, Inc. will be responsible for recruiting volunteers to contribute to the local match – in addition to the original \$3,667 commitment. City staff time can also be utilized for match dollars. It is anticipated that a consultant will be utilized to assist in completing the necessary steps to fulfill the project tasks.

**Recommendation:** Approval

**Attachment:**

- Resolution

**Contact Persons:**

<b>Name:</b>	Rebecca Hall	Gary Muller
<b>Title:</b>	Grants Manager	Director of Planning and Building Codes
<b>Department:</b>	City Manager	Planning and Building Codes
<b>Phone:</b>	502/875-8500	502/875-8500
<b>Email:</b>	<a href="mailto:rhall@frankfort-ky.gov">rhall@frankfort-ky.gov</a>	<a href="mailto:gmuller@frankfort-ky.gov">gmuller@frankfort-ky.gov</a>

**5.3** Resolution Authorizing The Acceptance Of United States Geological Survey Grant Funds And Authorizing The Mayor To Execute All Grant-Related Documents.

**Purpose:** To authorize the acceptance of funds from the United States Geological Survey to conduct NGA/Urban Area Imagery for the City of Frankfort and authorizing the Mayor to execute all grant-related documents.

**Background:** The United States Geological Survey has agreed to allocate funds of \$15,000.00 to the City of Frankfort to conduct a NGA/Urban Area Orthorectified Imagery of the City. The project will consist of aerial photographs that will be processed and rectified by city staff to produce the corrected images of the city and environment. Cost of the flyover photography will be covered by the USGS Grant. In return for this funding the City agrees to produce specific deliverables to the USGS for their use. Production of these deliverables will be done in-house by the IT staff and will require no additional funds.

**Financial Analysis:** The United States Geological Survey Grant will cover the cost of flyover photography for this project. Although there is no required match, the IT staff time will provide in-kind match.

**Attachments:**

- Resolution
- List of Required Deliverables

**Contact Person:**

<b>Name:</b>	Julsun Pacheco	Jonathan Parker	Rebecca Hall
<b>Title:</b>	IT Manager	GIS Analyst	Grants Manager
<b>Dept.:</b>	Information Technology	Information Technology	City Manager
<b>Phone:</b>	502-875-8500	502-875-8500-	502-875-8500

**Email:** jpacheco@frankfort-ky.gov      tcolumbia@frankfort-ky.gov      rhall@frankfort-ky.gov

## 6. CONSENT CALENDAR

*Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.*

- 6.1** To authorize the Mayor to sign a Letter of Commitment to Renaissance on Main for Frankfort to continue in their program for 2008 (Grants Manager).

**Purpose:** To consider authorizing the Mayor to sign a Letter of Commitment to Renaissance on Main for Frankfort to continue in their program for 2008.

**Background:** In accord with provisions under the Renaissance on Main Program the Downtown Frankfort, Inc. Board of Directors and their Main Street Manager has asked the City of Frankfort to authorize the Mayor to sign a Letter of Commitment which will allow DFI and the City to continue to participate in the Program. Renaissance On Main requires this letter of commitment for the City and DFI to be eligible for possible funding.

**Recommendation:** Approval

**Attachment:**

- Letter of Commitment

**Contact Persons:**

<b>Name:</b>	Harry Carver	Rebecca Hall
<b>Title:</b>	Executive Director	Grants Manager
<b>Department:</b>	Downtown Frankfort Inc.	City Manager
<b>Phone:</b>	502/223-2261	502/875-8500
<b>Email:</b>	Info@downtownfrankfort.com	<a href="mailto:rhall@Frankfort-ky.gov">rhall@Frankfort-ky.gov</a>

- 6.2** To authorize payment to the Property Valuation Administrator (PVA) for 2007 City of Frankfort Property Tax Assessment (Finance).

**Purpose:** The purpose of this item is to pay the PVA for use of county assessment services for 2007 City of Frankfort ad valorem tax purposes.

**Background:** There is an annual fee as established by KRS 132.285 for the use of county assessment services for determining the 2007 City ad valorem tax values

<b>Financial Analysis:</b>	<u>2007-2008 Budget</u>	<u>Invoice</u>
	\$40,000	\$40,000

Funds are available in Account No. 100-50-53295.

**Recommendation:** Approval

**Attachment:**

- Invoice from Patsy Conway, Franklin County PVA

**Contact Person:**

<b>Name:</b>	Steve R. Dawson
<b>Title:</b>	Director
<b>Department:</b>	Finance
<b>Phone:</b>	502/875-8500

**Email:** [sdawson@frankfort-ky.gov](mailto:sdawson@frankfort-ky.gov)

- 6.3** To waive the Payment In Lieu of Taxes (PILOT) for the Frankfort Housing Authority for the year 2007 (Finance Department).

**Purpose:** To authorize waiver of the Frankfort Housing Authority's 2007 PILOT payment in the amount of \$15,700.

**Background:** This is the annual request to waive the annual PILOT payment.

**Recommendation:** Approval

**Attachment:**

- Letter from Housing Authority Executive Director Carol Anthony

**Contact Person**

**Name:** Tony Massey  
**Title:** City Manager  
**Department:** City Manager  
**Phone:** 502/875-8500  
**Email:** [Amassey@fewpb.com](mailto:Amassey@fewpb.com)

- 6.4** To authorize additional funds to the engineering contract with Bell Engineering, Inc. for the new liquid oxygen ozone disinfection system at the Wastewater Treatment Plant (Sewer Department).

**Purpose:** The purpose of this item is to consider adding additional funds, Amendment # 6, to the contract with Bell Engineering for negotiation of change orders for static mixer vault, additional structural design of static mixer support piers, and preparation of as-built drawings for the ozone project.

**Background:** In September 2005 a contract was entered into with Bell Engineering to provide specification and drafting services to support the construction of the liquid oxygen ozone disinfection system at the wastewater treatment plant. In order to keep the cost for the new system within the current budgeted amount, the Sewer Department has determined that it will act as the General Contractor for the installation and approach the replacement as a design/build project. The Department is utilizing the services of Ozone System Services Group, Inc. as our ozone consultant and is utilizing Bell Engineering as a specification and drafting firm. This amendment covers unanticipated effort required by Bell Engineering.

The total contract amount is summarized below:

Original Contract	\$20,000
Amendment # 2	17,000
Amendment # 3	6,000
Amendment # 4	17,000
Amendment # 5	17,000
<u>Amendment #6</u>	<u>8,000</u>
Revised Contract	\$85,000

This design effort is approximately 5 percent of the material cost to date and only 3 percent of the total estimated cost of the project.

**Financial Analysis:** Funds are available in Account No. 300.68.53295.

**Recommendation:** Approval

**Attachment:**

- Amendment # 6

**Contact Person**

**Name:** William R. Scalf, Jr., PE  
**Title:** Director  
**Department:** Sewer  
**Phone:** 502/875-2448  
**Email:** [wscalf@frankfort-ky.gov](mailto:wscalf@frankfort-ky.gov)

- 6.5** To authorize purchase of a new 2008 Chevrolet CC8500 dump truck and snowplow for the Street Division (Public Works).

**Purpose:** To authorize purchase of a new 2008 Chevrolet CC8500 dump truck and snowplow for the Street Division.

**Background:** The Street Division budgeted a dump truck with a snowplow attachment in the 2007-2008 budget. The city advertised and sent out two invitations to dealers. The city received one bid that met all required specifications. The bid price of \$95,558 was submitted by Jeff Jones Chevrolet-Pontiac-Buick Company.

**Financial Analysis:** Funds are available in Account No. 100-62-56550 for this purchase.

**Recommendation:** Approval

**Attachment:**

- Bid tab

**Contact Person**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [jhackbart@frankfort-ky.gov](mailto:jhackbart@frankfort-ky.gov)

- 6.6** To consider authorizing the awarding of the contract for the Technical Assistance Consulting Services for the Administration of the Kentucky Housing Corporation HOME Focus Community Project in the Holmes Street Corridor to Kriss Lowry and Associates (City Manager).

**Purpose:** To consider authorizing the awarding of the contract for the Technical Assistance Consulting Services for the Administration of the Kentucky Housing Corporation HOME Focus Community Project in the Holmes Street Corridor to Kriss Lowry and Associates.

**Background:** The City of Frankfort applied for and received notification that we were awarded funding under the Kentucky Housing Corporation's HOME Focus Community Project. The City Commission authorized staff to publish an Request For Proposals (RFP) for a Technical Assistance Consultant at the November Commission meeting. RFP advertisements were published in the Frankfort State Journal on Friday, November 30, 2007. Deadline for submissions was Friday, December 21, 2007. Three proposals were received.

A selection committee consisting of Code Enforcement Supervisor Robbie Engle, Grants Manager Rebecca Hall, Building Inspector Dave Johnson, City Clerk Ramona Newman and Holmes Street Neighborhood Association member Earl Jeffries reviewed and scored the proposals. (Scoring totals are attached.) Of the three proposals submitted Kriss Lowry and Associates scored the highest on the combined criteria of Prior Experience with HUD/Federal Programs, Prior Experience with Management of

Housing Projects, Knowledge of Locality, Proposed Project and Application, Staff Qualifications, Price and Disadvantaged Business Status.

**Financial Analysis:** Funds for the Technical Assistance in the Administration of this Project can be obtained from grant funds in the HOME Focus Community Project. In Frankfort's application for funding to Kentucky Housing Corporation, 10% of the project costs were allocated under Administration. Kriss Lowry and Associates bid was \$66,000.00. The remaining administration funding can be used by the City for staff time on the project.

**Recommendation:** Approval

**Attachments:**

- Score Totals Sheet

**Contact Person:**

**Name:** Rebecca Hall  
**Title:** Grants Manager  
**Department:** City Manager  
**Phone:** 502/875-8500  
**Email:** rhall@Frankfort-ky.gov

- 6.7 To authorize a bid award to Solvey Chemicals to provide chemicals for temporary disinfection of wastewater during switchout of the ozone generating system (Sewer Department).

**Purpose:** The purpose of this item is to consider a bid award to Solvey Chemicals to provide Peracetic Acid for temporary disinfection of discharged wastewater during switchout of the ozone generating system.

**Background:** The Sewer Department took bids on October 31, 2007 for chemicals to provide temporary disinfection of the discharged wastewater during removal of the existing ozone generating system and installation of the new ozone generating system. Solvey Chemicals was the apparent low bidder at \$550 per day based on a concentration of 2 ppm and a flow of 6 million gallons per day.

A requirement of the bid was to perform a 4-day pilot trial disinfection, which was accomplished in mid December. Based upon the results of the trial, the use of Peracetic Acid will disinfect the wastewater and meet our permit requirements. Assuming that the ozone system will be down for a period not to exceed 120 days, the total contract price should not exceed \$66,000.

**Financial Analysis:** Funding is available in Account No. 300.68.56550.

**Recommendation:** Approval

**Attachment:**

- Bid Tab

**Contact Person**

**Name:** William R. Scalf, Jr., PE  
**Title:** Director  
**Department:** Sewer  
**Phone:** 502/875-2448  
**Email:** [wscalf@frankfort-ky.gov](mailto:wscalf@frankfort-ky.gov)

- 6.8 To authorize a bid award to MD Electric to construct modifications to support the electrical portion of the Ozone Replacement Project (Sewer Department).

**Purpose:** The purpose of this item is to consider a bid award to MD Electric to construct modifications to support the electrical portion of the Ozone Replacement Project.

**Background:** In December 2007 the Sewer Department advertised for an electrical contractor to provide electrical support for the various electrical and controls installation and implementation. Three contractors submitted bids. The Sewer Department recommends that the City award the contact to the lowest responsible bidder, MD Electric in the amount of \$75,620.00.

**Financial Analysis:** Funding is available in Account No. 300.68.53295.

**Recommendation:** Approval

**Attachment:**

- Bid Tab

**Contact Person**

**Name:** William R. Scalf, Jr., PE  
**Title:** Director  
**Department:** Sewer  
**Phone:** 502/875-2448  
**Email:** [wscalf@frankfort-ky.gov](mailto:wscalf@frankfort-ky.gov)

- 6.9** To approve Change Order No. 2 with MTN Construction, Inc. for improvements to the Septage Pit at the WWTP (Sewer Department).

**Purpose:** The purpose of this item is to consider approval of Change Order No. 2 with MTN Construction Inc., for improvements to the Septage Pit at the WWTP.

**Background:** In August 2007 the Sewer Department awarded a contract to MTN Construction Inc. to expand and improve performance of the Septage Pit at the WWTP. Due to time of year and availability of asphalt, the Sewer Department has requested that the access pad be constructed of concrete to allow the project to be completed this year. Most asphalt plants have already shut down for the season.

This change order of \$1,800.00 is based upon weather impacts.

Total cost of the project to date is as follows:

➤ Original Contract	\$ 70,875.00
➤ Change Order No. 1	\$ 6,057.35
➤ Change Order No. 2	<u>\$ 1,800.00</u>
	\$ 78,732.35

**Financial Analysis:** Funds are available in account 300.68.56550.

**Recommendation:** Approval

**Attachment:**

- Change Order No. 2

**Contact Person**

**Name:** William R. Scalf, Jr., PE  
**Title:** Director  
**Department:** Sewer  
**Phone:** 502/875-2448  
**Email:** [wscalf@frankfort-ky.gov](mailto:wscalf@frankfort-ky.gov)

<b>6.10</b>	<b><u>Personnel Action</u></b>	<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>	<b><u>Other</u></b>
	<b>Appointment</b>	John Bryan Vice	Golf	2-5-08	Greenskeeper

**Contact Person**

**Name:** John Morrow  
**Title:** Director  
**Department:** Human Resources  
**Phone:** 502/875-8500  
**Email:** [jmorrow@frankfort-ky.gov](mailto:jmorrow@frankfort-ky.gov)

**7. BOARD APPOINTMENTS**

- 7.1** Planning Commission
- Appointment of Brent Sweger to fill a vacancy for a term ending 7-1-09

**Attachments:**

- Recommendation letter from Mayor May
- Brent Sweger Resume

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. CITIZEN COMMENTS**

**11. COMMISSIONER COMMENTS**

**12. ADJOURNMENT**